

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY  
ADMINISTRATORS**

**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 7/13/2017**

**BOARD MEMBERS PRESENT:** Heidi Brough Nye - Chair  
Kristen E Hyde  
Natalie M Nathan  
Linda L Simon

**BOARD MEMBERS ABSENT:** Benjamin E Doty

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Eric Nelson, Board Prosecutor  
Marcie Rightnowar, Hearing/Appeals Coordinator  
Maurie Ellsworth, General Counsel  
Mitchell Toryanski, Legal Counsel  
Kellie LaBonte, Technical Records Specialist II

**OTHERS PRESENT:** Kris Ellis, Idaho Health Care Association  
Chuck Faylor

The meeting was called to order at 10:00 AM MDT by Heidi Brough Nye.

**APPROVAL OF MINUTES**

Ms. Simon made a motion to approve the minutes of 4/13/2017. It was seconded by Ms. Hyde. Motion carried.

**EXECUTIVE ORDER**

Ms. Cory reviewed the Executive Order issued by Acting Governor Little which requires State agencies to submit a report to the Office of the Governor no later than July 1, 2018. The report will assess whether the licensure requirements are necessary and in the public interest while providing recommendations for improvement, modification or elimination. The Board designated Ms. Simon to work with Ms. Cory on a response and place the information on the Board's website for public comment.

**FINANCIAL REPORT**

Ms. Cory gave the financial report, which indicated that the Board had a cash balance of (\$99,689) as of 6/30/2017.

## **BOARD CONTRACT**

Ms. Simon made a motion to approve and authorize the Board Chair to sign the Board's contract with the Bureau. It was seconded by Ms. Nathan. Motion carried.

## **INTRODUCTIONS**

Ms. Brough Nye asked those in the galley to introduce themselves and reminded them to sign in.

## **LEGISLATIVE REPORT**

Mr. Toryanski gave the legislative report. The deadline to submit legislative ideas to the Governor's Office is July 14, 2017 and the deadline to submit proposed law and rule changes to the Governor's Office is August 18, 2017 for the 2018 Legislative Session.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case numbers RCA-2017-8. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented Stipulation and Consent Orders in cases RCA-2016-9, RCA-2017-1, RCA-2017-4, RCA-2017-5, and RCA-2017-6; and Mr. Nelson presented a Findings of Fact, Conclusions of Law and Final Order in case RCA-2017-2. Ms. Hyde made a motion to approve the Consent Orders and Findings of Fact/Conclusions of Law and Final Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Nathan. Motion carried.

## **INVESTIGATIVE REPORT**

Ms. Rightnowar gave the investigative report, which is linked above.

## **TO DO LIST**

The Board reviewed the to-do list and no action was taken.

Ms. LaBonte said that Jamie Simpson from Bureau of Facility Standards contacted the Bureau saying she was unable to attend this meeting and asked about the open book exam that is required for administrator applicants. Ms. Brough Nye asked that this item be placed on the next agenda and for Ms. LaBonte to forward the drafted exam to all Board Members for review prior to the meeting.

The Board reviewed the letter that was sent from Idaho Health Care Association. The Board discussed the difficulty of determining a course's relevancy to Residential Care Administrators based solely on a course's title. No further action was taken.

### **NEXT MEETING DATE**

The next meeting date was scheduled for Thursday, October 19, 2017 at 10:00 AM.

### **PUBLIC COMMENT**

The Board Chair asked if any members of the public wished to address the Board. There were no comments from the members of the public.

### **POSSIBLE LAW/RULE CHANGE**

After Board discussion, the Board decided to not proceed with any law or rule changes during the next legislative session.

### **NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS**

The Board reviewed and discussed the computer based testing agreement with NAB. Ms. Simon made a motion to approve the contract with changes and authorize the Board Chair to sign. It was seconded by Ms. Hyde. Motion carried.

The Board reviewed the new exam timeline and new NAB Exam Candidate Handbook. No action was taken.

Ms. Brough Nye gave a report regarding the Annual NAB Conference attended in Salt Lake City in early June. She provided the Board with information regarding the Health Services Executive certification. She said that Eastern Washington University is the first university west of the Mississippi River that has NAB approval.

### **CORRESPONDENCE**

The Board reviewed e-mail correspondence received from a potential applicant. The Board directed Ms. LaBonte to respond to the e-mail informing the individual that an application should be submitted. Any documented experience needs to include the number of hours obtained in each of the domains: client/resident services; human resources management; leadership/governance; physical environment management; and financial management.

The Board reviewed correspondence from Jamie Simpson from Bureau of Facility Standards. Ms. Simpson requested the license letter sent with new licenses be revised to include website/contact information for Facility Standards. Ms. Nathan made a motion to change the verbiage to the license letter in response to the request

from Ms. Simpson and have the Board Chair review the changes. It was seconded by Ms. Hyde. Motion carried.

## **EXECUTIVE SESSION**

Ms. Nathan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Hyde. The vote was: Ms. Brough Nye, aye; Ms. Hyde, aye; Ms. Nathan, aye; and Ms. Simon, aye. Motion carried.

Ms. Simon made a motion to come out of executive session. It was seconded by Ms. Nathan. The vote was: Ms. Brough Nye, aye; Ms. Hyde, aye; Ms. Nathan, aye; and Ms. Simon, aye. Motion carried.

## **APPLICATIONS**

Ms. Nathan made a motion to hold application 901152470 pending receipt of further information. It was seconded by Ms. Simon. Motion carried.

Ms. Nathan made a motion to hold application 901151410 pending receipt of further information. It was seconded by Ms. Hyde. Motion carried.

Ms. Nathan made a motion to approve David Martin for examination. It was seconded by Ms. Simon. Motion carried.

## **EXECUTIVE SESSION**

Ms. Hyde made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Nathan. The vote was: Ms. Brough Nye, aye; Ms. Hyde, aye; Ms. Nathan, aye; and Ms. Simon, aye. Motion carried.

Ms. Simon made a motion to come out of executive session. It was seconded by Ms. Hyde. The vote was: Ms. Brough Nye, aye; Ms. Hyde, aye; Ms. Nathan, aye; and Ms. Simon, aye. Motion carried.

## **APPLICATIONS**

Ms. Nathan made a motion to approve Lynda Huddleston for examination. It was seconded by Ms. Hyde. Motion carried.

## **CE COURSES**

Ms. Simon made a motion to deny the course titled “Caregiver Assistance Conference” as it is not relevant to Residential Care Administrators. It was seconded by Ms. Nathan. Motion carried.

The Board tabled the continuing education course applications for courses 13552-13559 to be reviewed at the next meeting.

## **ADJOURNMENT**

Ms. Simon made a motion to adjourn the meeting at 1:31 PM. It was seconded by Ms. Nathan. Motion carried.

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Heidi Brough Nye, Chair

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Benjamin E Doty

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Kristen E Hyde

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Natalie M Nathan

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Linda L Simon

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Tana Cory, Bureau Chief